

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Compliance Officer	<u>Revision Date:</u> 06/06
		<u>EEO Function:</u> Utilities & Trans.
		<u>EEO Category:</u> Professional
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30522

II. Summary Statement of Overall Purpose/Goal of Position

Under the general supervision of the Assistant Operations Manager, performs routine compliance activities involving local, State and federal regulations, development of water quality programs including routine sample collections and record keeping. Assists in the development and implementation of department safety program.

III. Essential Duties

- C Develop and oversee water quality compliance program as required by federal and state safe drinking water regulations.
- C Assists in development and update of compliance programs relating to local, state, and federal regulations including, but not limited to new and existing OSHA requirements and City risk management policies.
- C Maintain required records and documentation as specified by the Utah Public Drinking Water Rules and department policy.
- C Perform water quality, safety and risk management inspections and investigations.
- C Collect water samples for analysis.
- C Keep apprised of safe drinking water regulations, OSHA, and City risk management requirements.
- C Assists with cross connection control program.
- C Assist with coordination of Department water quality activities.
- C Oversee Confined Spaces and Respirator Protection programs.
- C Interact with citizens, federal, state, and local agencies.
- C Maintain required records and documentation as specified by the Salt Lake Valley Health Department

IV. Marginal Duties

- Assist divisions of the department as needed.
- Perform other duties as assigned.

V. Qualifications

Education: High School Diploma or equivalent.

Experience: Two years of direct experience with federal and state drinking water regulations.

Certifications: Utah Grade IV Water Distribution Operator Certification required; valid Utah Driver's License required; must obtain UDOT Flagging Certificate within three months of hire; must obtain Grade II Backflow Technician certification within one year of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Federal Safe Drinking Water Act; Utah Public Drinking Water Regulations, machines and

equipment used in the operation, maintenance, and construction of a water system, OSHA regulations, safety and risk management regulations and guidelines.

Responsibility for: Quality standards; design methods; great responsibility for the care, condition and use of materials, equipment, money and tools; moderate responsibility for making decisions that affect the activities of other people.

Communication Skills: Communicate effectively both verbally and in writing; stay current on all relevant information and inform personnel and the public regarding City water ordinances and procedures: safe drinking water rules and OSHA requirements; contacts with other departments, furnishing and obtaining information; contacts with other governmental agencies: regular and frequent outside contact with persons of influence requiring a well developed sense of strategy and timing; responsible for using professionalism when explaining to outside agencies and citizens the various projects that Sandy City is involved in

Tool, Machine, Equipment Operations: Regular use of basic hand tools such as hammers, shovels wrenches and water valve keys; chlorine residual test kits and other water analysis equipment, computer and copy machine; frequent use of automobile/pickup truck.

Analytical Ability: Establish effective working relationships with employees and the public; follow written and verbal instructions.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to frequent exposure to deadlines; constant attendance is required with 24 hour on-call status for emergency operations; work requires frequent supervision; regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, toxic fumes and high voltage equipment and heavy equipment; general working conditions require climbing, stooping, kneeling and bending while working in trenches, vaults, manholes and heights; outdoor work in all types of weather.

The above statement are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____